

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: December 23, 2015

Closing Date: January 5, 2016

**Special Investigator
Executive Offices, Special Investigations Unit, New Castle County**

Job Responsibilities and Duties:

This Special Investigator will conduct investigations for the entire Department of Justice, as needed, under the direction of the Director of Special Investigations in the Executive Offices, in New Castle County. Investigations include suspect interviews, witness interviews, collection and review of documents, and other evidence collection assisting Deputy Attorneys General in the presentation of cases to State and Federal Courts as well as other boards and hearings. This Special Investigator will prepare and submit timely investigative reports as well as any other reports that may be required. This Special Investigator will maintain professional contacts and strong lines of communication and coordination with all law enforcement and regulatory agencies in the State. This Special Investigator may provide court testimony in State and Federal Courts, as well as before other boards and various agency hearings as needed. This Special Investigator must conduct an effective level of case management including timely reports, case reviews within the different Divisions and Units with Deputy Attorneys General and senior executive management. This position is based in New Castle County, with travel as necessary statewide.

Special Investigators are required to maintain professional certification in numerous areas, including CJIS, DELJIS, NCIC, and other databases specific to the Units. Candidates with financial crimes and elderly abuse experience are preferred for this Special Investigator position.

Minimum qualifications:

1. Substantial experience as a Law Enforcement Investigator, with training and experience in criminal investigations;
2. Ability to work independently or on a team to investigate complex and difficult cases;
3. Ability to prepare comprehensive investigative reports for review by Deputy Attorneys General for criminal complaints;
4. Ability to qualify and carry a weapon;
5. Current Council on Police Training (COPT) Certificate or recent COPT certification;
6. Familiarity with DELJIS, NCIC, automated warrant system and LEISS System.
7. Possession of a valid driver's license;
8. Willingness to travel and attend various training opportunities as needed.

Internal applicants: Please send an updated resume or a summary of work experience to the Director of Human Resources.

External applicants: Please submit a resume and completed State Application to Human Resources, Delaware Department of Justice, 820 N. French Street, 6th Floor, Carvel State Building, Wilmington, DE 19801 or E-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.